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Issued: January 21, 2022

**PLEASE POST CONSPICUOUSLY**

**AN OPEN COMPETITIVE EXAMINATION FOR INFORMATION CLERK, EXAM #64-673**

**FILING FEE:** \$20.00 NON-REFUNDABLE filing fee for each application submitted. Make check or money order payable to the Albany City Treasurer. Include exam number and last four (4) digits of your social security number on the check, so we may attribute payment to the correct applicant. Payment may be mailed to City of Albany Civil Service (24 Eagle Street, Room 301; Albany, NY 12207) or submitted in person in that office from 8:30am to 5:00pm on regular business days.

**TO BE HELD:** Saturday, March 5, 2022. Candidates will be notified by email of exact time and location the week of the exam.

**LAST FILING DATE:** Applications must be submitted through [jobs.albanyny.gov](http://jobs.albanyny.gov) no later than 11:59 p.m. on Monday, February 21, 2022.

Computers are available for use in the Human Resources Office at City Hall, Monday to Friday between the hours of 8:30 a.m. and 5:00 p.m.

Individuals who are on military leave or recently discharged from military service are permitted to file for an examination up to ten days prior to the examination.

**VACANCY:** List will be used to fill future vacancies as they occur in the jurisdictions covered by the City of Albany Civil Service Commission.

**STARTING RANGE:** FT \$32,019- \$38,466/year  
PT \$17,980/year

**DUTIES OF THE POSITION:** This work involves clerical tasks which assist the agency or department by fulfilling certain public and administrative needs such as: maintaining files, compiling and disseminating information. The incumbent in this position generally performs routine clerical work and may assist in performing more difficult and responsible clerical duties. Work may involve contact with the public requiring the explanation of office policies or applicable regulations. Immediate supervision is provided. Supervision over others is not a responsibility of this position.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications by the date of the examination.

Graduation from high school or a high school equivalency diploma and two (2) years' experience working with the public.

**NOTE:**

Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.

**A COPY OF THIS ANNOUNCEMENT MAY BE SECURED AT THE ABOVE ADDRESS OR AT THE CITY OF ALBANY**

**WEBSITE: [jobs.albanyny.gov](http://jobs.albanyny.gov)**

## GENERAL INSTRUCTIONS TO APPLICANTS

### #1 AGE LIMITS:

Unless otherwise specified in the examination announcement, there are no age restrictions. However there may be statutory restrictions on your employment if you are under 40 or over 70 years of age.

### #2 APPLICATION FORMS:

Applications can be submitted by visiting [jobs.albanyny.gov](http://jobs.albanyny.gov)

A standard application must be submitted for each examination. The applicant should be certain that every question is answered and that the application is complete in all respects, including the title of the examination.

### #3 VETERAN'S CREDITS:

For the purpose of claiming veteran's credits on a civil service examination, an applicant must have been honorably discharged or released under honorable circumstances after serving on active duty with the armed forces of the United States during time of war. Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, provided they have not used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.

### #4 TRANSCRIPTS:

Whenever college transcripts or diplomas are requested, they should be submitted with the application for the examination or as soon thereafter as possible BEFORE the examination.

### #5 ADMISSIONS TO EXAMINATION:

The Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Applicants who have not received notice by this deadline should contact the office of the Commission.

Every candidate should bring his or her notice to appear, social security number and photo ID to the examination. Do not interpret a notice to appear for, or an actual participation in, the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made in the application. These statements may not be verified until after the examination has been held. Those

candidates not meeting the requirements are disqualified at that time.

Inquiries may be made as to character and ability of candidates. All statements made by candidates in their applications are subject to verification.

### #6 SATURDAY SABBATH OBSERVERS & HANDICAPPED PERSONS:

Please indicate within your application if you require special accommodations or would like to request an alternate test date.

If your application has already been submitted, please email [CivilService@AlbanyNY.gov](mailto:CivilService@AlbanyNY.gov) with your name, exam, and relevant information for your special accommodation requirement or alternate date request.

### #7 RATINGS REQUIRED:

This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations, will apply to this examination.

### #8 MEDICAL EXAMINATIONS:

Candidates may be required to have a medical examination to determine if they are physically capable of performing the duties of the position.

### #9 ELIGIBLE LISTS:

Eligible lists are established for a minimum duration of one year but may be extended by the Commission before expiration, for a total of no more than four years.

Changing conditions may make it necessary to certify to future vacancies at higher or lower salaries than those originally announced.

### #10 CHILDREN OF POLICE/FIREFIGHTERS KILLED ON DUTY CREDITS:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

## AN EQUAL OPPORTUNITY EMPLOYER

## **RESIDENCY REQUIREMENTS FOR EXAMINATION**

An applicant for competitive examination must be a legal resident on the date of the examination and must have been a legal resident of Albany, Columbia, Greene, Rensselaer, Saratoga, Schoharie or Schenectady County for at least thirty (30) days immediately preceding the date of examination.

\*\*\*Preference in appointment may be given to successful candidates who have been legal residents of the City of Albany for at least thirty (30) days immediately preceding the date of the written exam.

When preference in certification is given to residents of the City of Albany, in order to be included in certification as a resident of such municipality, an eligible must be a legal resident on the date of the examination and must be a legal resident of the City of Albany at the time of certification and at the time of appointment

## **RESIDENCY REQUIREMENTS FOR EMPLOYMENT**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014 Section 62-1 of Chapter 62 of the Code of the City of Albany. **Residency for new employees.** Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City.

*Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City.*

Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees

## **SCOPE OF THE EXAMINATION**

There will be a written test designed to evaluate knowledge, skills and /or abilities in the following areas:

### **Name and number checking**

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

### **Operations with Letters and Numbers**

These questions test for skills and abilities in operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

### **Customer service**

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

**Test guide:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

**NOTE:** It is **RECOMMENDED** that calculators be used for this examination. Candidates are permitted to use quiet hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **YOU MAY NOT BRING HIGHLIGHTERS, FIREARMS, BOOKS OR OTHER REFERENCE MATERIAL TO THE TEST.**

**CROSS-FILER STATEMENT:** If you have applied for other Civil service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must notify the City of Albany at [Civilservice@AlbanyNy.Gov](mailto:Civilservice@AlbanyNy.Gov) of your intent to take both a State and a local government examination. When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government examinations, call or write to each Civil Service agency to make arrangements. You must make your request for these arrangements no later than 14 days before the date of the examination. You must notify all local government Civil Service agencies with which you have filed an application of the site where you wish to take your examinations. A cross-filer application must be completed for City of Albany examinations.

**VETERAN'S CREDIT:**

Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit and a DD-214 with their application within 60 days after the last filing date of the examination. Applications for veteran's credit are available from this office by emailing [Civilservice@AlbanyNy.Gov](mailto:Civilservice@AlbanyNy.Gov) and on the "Info on Taking Exams" tab of the website. Veteran's credits can only be added to a passing score on the examination.

Veterans Credits will not be added after the establishment of an eligible list unless a scoring error has been made. If an error has been made you must notify our office in writing no later than 30 days after receiving your score. If you are claiming Veterans Credits, you must indicate it within the online exam application, answer all questions accurately and completely, submit an application and a DD-214 form. Candidates who are currently serving in the Armed Forces of the United States on a full-time active duty basis (other than active duty for training) may file for Veterans Credits by providing documentation of active duty status.

If you are claiming credits as a disabled veteran, the United States Department of Veterans Affairs must also certify that you were disabled in the actual performance of duty in a war, that the disability is rated at ten percent or more, and that the disability existed at the time of application for appointment or promotion. In addition to the proof above, applicants must also submit a "Veterans Disability Records Release" form.

All requests for Veterans Credits must be verified and all statements you make in support of your claim for Veterans Credits are subject to investigation and substantiation by the City of Albany Civil Service Office. In the event of subsequent discovery of any material misstatement or fraud in your claim, your appointment

may be rescinded and you may be disqualified from further appointment to any position on which you have been granted additional credits.

Effective January 1, 2014, additional Veterans Credits may be granted to veterans who (1) used non-disabled Veterans Credits to obtain a civil service appointment or promotion with New York State or a local government, and (2) were certified by the US Department of Veterans Affairs as having a service connected disability rated at 10% or more after that civil service appointment.

**APPLICATION FEE WAIVER:**

You can request a fee waiver through the online application when completing the application. You may also complete a “Fee Waiver Application and Certification” form and submit it to [CivilService@AlbanyNY.gov](mailto:CivilService@AlbanyNY.gov) by the date of the examination.

Exam fees may be waived if you are (1) unemployed and primarily responsible for the support of a household, (2) eligible for Medicaid, (3) receiving Supplemental Security Income payments or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance); (4) a certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency, or (5) a recent graduate of a high school located in Albany, NY (for one exam a year). All claims for application fee waiver are subject to verification.

No fee is due if you are a Veteran discharged under honorable conditions from the Armed Forces of the United States or New York State, applying for an examination. A “Fee Waiver Application and Certification” form and DD-214 showing a discharge under honorable conditions must be supplied in order for the fee to be waived.

**FINGERPRINTING REQUIREMENT FOR APPOINTMENT TO CERTAIN POSITIONS:** If appointed on or after September 1, 2013, employees of the Police Department who have access to unencrypted Criminal Justice Information System (CJIS) shall be subject to a state and national fingerprint-based background check for the purpose of a criminal history check.